	<p><b>City of Albany</b>  Human Resources Policy  Policy #: HR-BC-04-001  Title: Downtown Parking</p>	<p align="center"><b>Benefits &amp;  Compensation</b></p>
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**Purpose** To provide City of Albany employees with parking options while meeting the needs of downtown area citizens and merchants.

**Policy** Parking in downtown Albany is regulated by the Albany Downtown Association through its Park Wise program. Park Wise regulations apply in the core retail area of downtown from Water Avenue to Fourth Avenue and from Washington Street to Baker Street as stated in the Albany Municipal Code Ch. 13.21, Downtown Parking area.

**Effectuated Employees:**

All City of Albany regular and temporary employees or temporary services workers are subject to Park Wise regulations in downtown Albany.

**Downtown Parking Regulations:**

Parking at City Hall for Downtown Employees

Employees are prohibited from parking in any of the customer-only spaces while at work.


Employees working at City Hall, the Senior Citizens Center, or the Downtown Carnegie Library may choose from the following parking options:

1. City-owned parking lot on Broadalbin and 4<sup>th</sup> Avenue.
  - a. Parking spaces may be rented on a first come basis through accounts payable in the Finance Division.
2. Park Wise permit parking in designated all-day customer/employee parking spaces.
  - a. Permits can be purchased through Park Wise.
3. Free all-day parking will be available on Water Avenue and on any street south of Fourth Avenue subject to other signed parking limitations.

Parking at City Hall for Non-City Hall Employees

Employees who do not work downtown have the following parking options at City Hall:

1. Short-term parking in the two-hour visitor parking in the City Hall parking lot.
2. Parking outside the Park Wise regulated downtown parking area (any street south of Fourth Avenue subject to other signed parking limitations).
3. Long-term parking in the all-day customer/employee parking spaces.

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**Park Wise:**

An employee may call Park Wise for an update of downtown parking regulations and Park Wise current parking plan.

**Registration**

Employees who work at City Hall, the Senior Citizens Center, or the Downtown Carnegie Library who register with Park Wise will receive two warnings prior to receiving a Park Wise ticket for a parking violation. Employees who choose not to register with Park Wise will not be eligible for warnings prior to being ticketed. Registration is free. A registration form will be provided during New Employee Orientation and can be obtained in the Human Resources Department or at the Park Wise Office (Two Rivers Market).

**Park Wise Permits**

For a fee, Park Wise provides monthly and daily permits and leased parking spaces throughout the core downtown area to meet employee needs. To purchase a permit, an employee may contact Park Wise directly.

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**Definitions**

N/A

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**References**

N/A

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**Review and Authorization**

Supercedes: ERP 3.5; 09/01/1988	Created/Amended by/date: DD; 08/30/04	Effective Date: 11/01/2004
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes